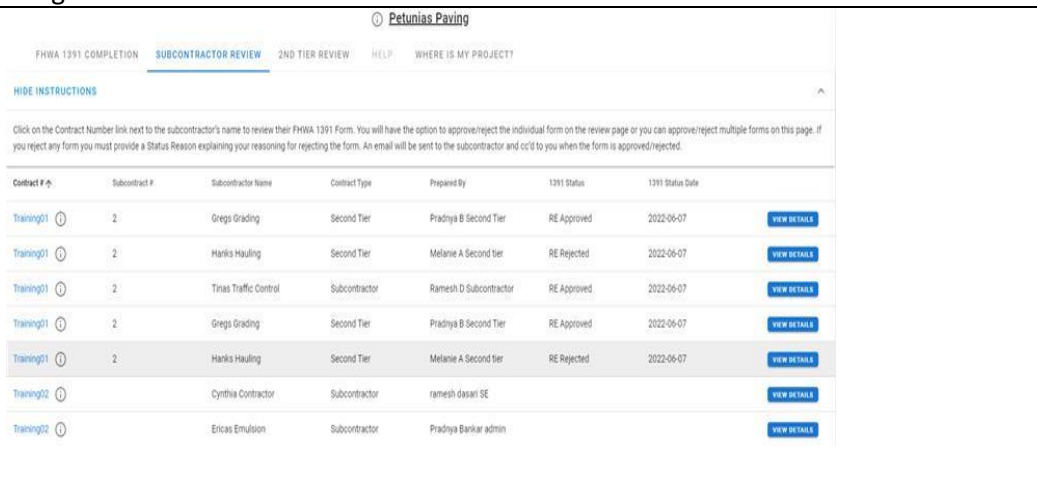

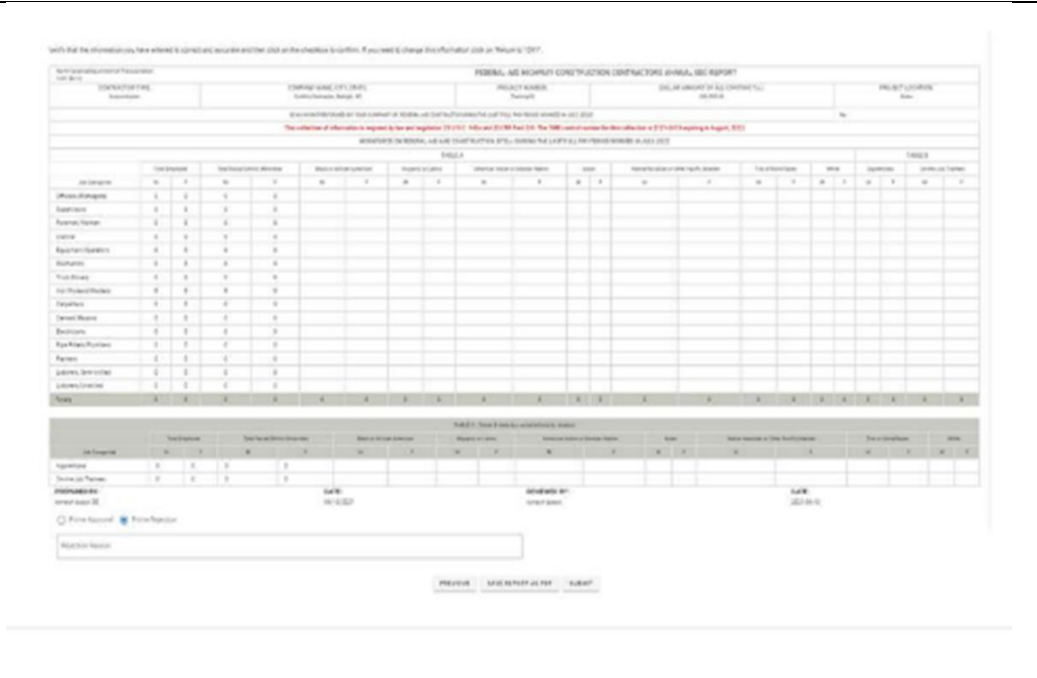
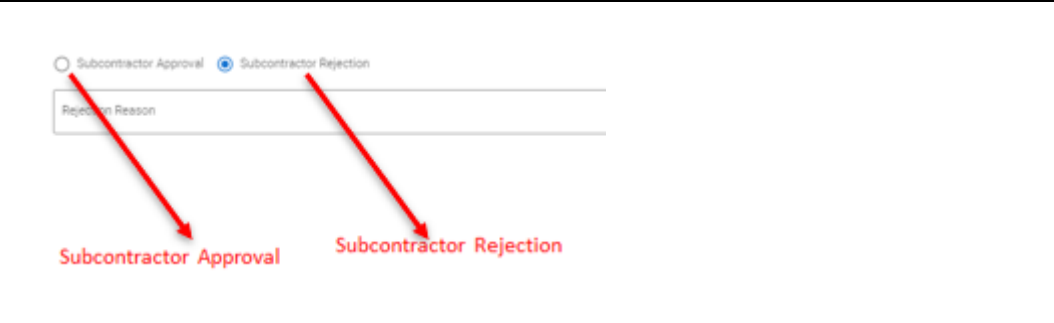


## 7.2 Subcontractor – Review / Accept 2<sup>nd</sup> Tier FHWA 1391 Form

The Subcontractor will review and accept or reject 2<sup>nd</sup> Tier Contractor 1391 Form.

Step	Instruction	Image																																																																
7.2.1	Click on 2 <sup>nd</sup> Tier Review.  The page will show Contract #s for 2 <sup>nd</sup> Tier Contractors.	 <p><b>Petunias Paving</b></p> <p>FHWA 1391 COMPLETION <b>SUBCONTRACTOR REVIEW</b> 2ND TIER REVIEW HELP WHERE IS MY PROJECT?</p> <p>HIDE INSTRUCTIONS</p> <p>Click on the Contract Number link next to the subcontractor's name to review their FHWA 1391 Form. You will have the option to approve/reject the individual form on the review page or you can approve/reject multiple forms on this page. If you reject any form you must provide a Status Reason explaining your reasoning for rejecting the form. An email will be sent to the subcontractor and ccl@ to you when the form is approved/rejected.</p> <table border="1"><thead><tr><th>Contract #</th><th>Subcontract #</th><th>Subcontractor Name</th><th>Contract Type</th><th>Prepared By</th><th>1391 Status</th><th>1391 Status Date</th><th></th></tr></thead><tbody><tr><td><a href="#">Training01</a></td><td>2</td><td>Gregs Grading</td><td>Second Tier</td><td>Pradiya B Second Tier</td><td>RE Approved</td><td>2022-06-07</td><td><a href="#">VIEW DETAILS</a></td></tr><tr><td><a href="#">Training01</a></td><td>2</td><td>Hanks Hauling</td><td>Second Tier</td><td>Melanie A Second tier</td><td>RE Rejected</td><td>2022-06-07</td><td><a href="#">VIEW DETAILS</a></td></tr><tr><td><a href="#">Training01</a></td><td>2</td><td>Tinas Traffic Control</td><td>Subcontractor</td><td>Ramesh D Subcontractor</td><td>RE Approved</td><td>2022-06-07</td><td><a href="#">VIEW DETAILS</a></td></tr><tr><td><a href="#">Training01</a></td><td>2</td><td>Gregs Grading</td><td>Second Tier</td><td>Pradiya B Second Tier</td><td>RE Approved</td><td>2022-06-07</td><td><a href="#">VIEW DETAILS</a></td></tr><tr><td><a href="#">Training01</a></td><td>2</td><td>Hanks Hauling</td><td>Second Tier</td><td>Melanie A Second tier</td><td>RE Rejected</td><td>2022-06-07</td><td><a href="#">VIEW DETAILS</a></td></tr><tr><td><a href="#">Training02</a></td><td></td><td>Cynthia Contractor</td><td>Subcontractor</td><td>ramesh desani SE</td><td></td><td></td><td><a href="#">VIEW DETAILS</a></td></tr><tr><td><a href="#">Training02</a></td><td></td><td>Ericas Emulsion</td><td>Subcontractor</td><td>Pradiya Bankar admin</td><td></td><td></td><td><a href="#">VIEW DETAILS</a></td></tr></tbody></table>	Contract #	Subcontract #	Subcontractor Name	Contract Type	Prepared By	1391 Status	1391 Status Date		<a href="#">Training01</a>	2	Gregs Grading	Second Tier	Pradiya B Second Tier	RE Approved	2022-06-07	<a href="#">VIEW DETAILS</a>	<a href="#">Training01</a>	2	Hanks Hauling	Second Tier	Melanie A Second tier	RE Rejected	2022-06-07	<a href="#">VIEW DETAILS</a>	<a href="#">Training01</a>	2	Tinas Traffic Control	Subcontractor	Ramesh D Subcontractor	RE Approved	2022-06-07	<a href="#">VIEW DETAILS</a>	<a href="#">Training01</a>	2	Gregs Grading	Second Tier	Pradiya B Second Tier	RE Approved	2022-06-07	<a href="#">VIEW DETAILS</a>	<a href="#">Training01</a>	2	Hanks Hauling	Second Tier	Melanie A Second tier	RE Rejected	2022-06-07	<a href="#">VIEW DETAILS</a>	<a href="#">Training02</a>		Cynthia Contractor	Subcontractor	ramesh desani SE			<a href="#">VIEW DETAILS</a>	<a href="#">Training02</a>		Ericas Emulsion	Subcontractor	Pradiya Bankar admin			<a href="#">VIEW DETAILS</a>
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7.2.3	Review the data in the Form closely.	 <p>Verify that the information you have entered is correct and acceptable and then click on the checkbox to confirm. If you need to change this information click on "Return to 1391"</p> <p>Contractor Name: Petunias Paving</p> <p>Project Name: ...</p> <table border="1"><thead><tr><th colspan="2">TABLE 1</th><th colspan="2">TABLE 2</th></tr><tr><th>Equipment</th><th>Material</th><th>Equipment</th><th>Material</th></tr></thead><tbody><tr><td>Excavators</td><td>Asphalt</td><td></td><td></td></tr><tr><td>Graders</td><td>Concrete</td><td></td><td></td></tr><tr><td>Rollers</td><td>Steel</td><td></td><td></td></tr><tr><td>Compactors</td><td>Aluminum</td><td></td><td></td></tr><tr><td>Generators</td><td>Bricks</td><td></td><td></td></tr><tr><td>Light towers</td><td>Rebar</td><td></td><td></td></tr><tr><td>Water pumps</td><td>Formwork</td><td></td><td></td></tr><tr><td>Other</td><td>Other</td><td></td><td></td></tr></tbody></table> <p>PREVIOUS SAVE REPORT AS PDF SUBMIT</p>	TABLE 1		TABLE 2		Equipment	Material	Equipment	Material	Excavators	Asphalt			Graders	Concrete			Rollers	Steel			Compactors	Aluminum			Generators	Bricks			Light towers	Rebar			Water pumps	Formwork			Other	Other																										
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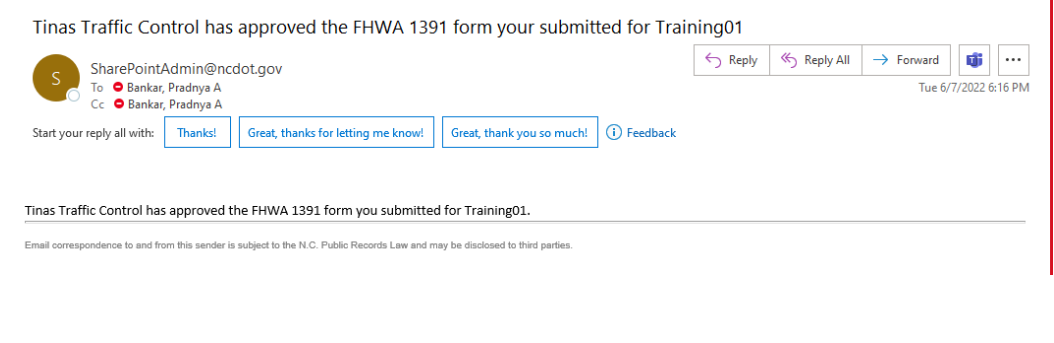
7.2.4 At the bottom of the page, select Subcontract Approve or Prime Reject as appropriate.



7.2.5 At the bottom of the page, select  
 a. Previous to return to the Form, **before** submitting,  
 b. Save report as PDF **before** submitting,  
 c. Submit



7.2.6 The 2nd Tier contractor will receive an email stating it was approved.



7.2.7

The 1391 Form is now pending Prime approval. If the Form is accepted by the Prime, 2<sup>nd</sup> Tier Contractor receives email. The Form is now Pending RE Review.

If the Form is accepted by the RE, 2<sup>nd</sup> Tier Contractor receives email.

Form status changes to RE Approved. Process is complete.

Gregs Grading details

Contract #	Firm	1391 Status	Last Action	Date	Decision By
Training01	NCDOT	RE Approved	RE Accepted	06/07/2022	Pradnya A. Bar
Training01	Petunias Paving	Pending RE Review	Prime Accepted	06/07/2022	test test
Training01	Tinas Traffic Control	Pending Prime Review	Subcontractor Accepted	06/07/2022	Ramesh D
Training01	Gregs Grading	Pending Subcontractor Review	1391 Form Submitted	06/07/2022	Pradnya B